

## **Summary of the Accrediting Authority Committee Meeting October 3, 1997**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, October 3, 1997 from 12:00 to 12:40 pm Eastern Daylight Time. The meeting was led by Committee Chair, Mr. John Anderson, Division Manager of the State of Illinois Environmental Protection Agency (IL-EPA). A list of action items is given in Attachment A. A list of Committee members is given in Attachment B. Committee members had been sent a copy of the meeting's Agenda (Attachment C) and a copy of the Standard (revision 4.3) containing changes suggested by the Chair in preparation for this meeting.

### **Introduction**

Mr. Anderson convened the meeting and welcomed the participants to this meeting. He noted that today's agenda should complete all Committee work on Chapter 6 in preparation for NELAC IIIi except for acting on the report expected from the special subcommittee charged with evaluating this chapter's consistency with the ISO guides.

### **Action Items From Previous Meeting**

Mr. Anderson opened the meeting by reviewing the action items listed at the end of the September 26, 1997 meeting minutes. Ms. Shield reported that action item 2 was in progress. She stated that while the glossary did contain a definition of NELAP recognition, it was not accurate she is working to have that definition corrected. Mr. Anderson reported that for action item 3, he and Ms. Long had reviewed Figure 1 with the Chapter 6 language and could find no significant discrepancies.

### **Review of Changes to Language**

At the September 26, 1997 Teleconference meeting, Mr. Anderson and Ms. Long were directed to proposed new wording for the following sections of Chapter 6:

In section 6.2.1(e), the requirement that "the laboratory is to be notified only in situations where no administrative or judicial prosecution is contemplated.", was approved.

In section 6.2.2(e), the specific wording requiring separate chains-of-command for governmental laboratories in the same department or agency as the accrediting authority was approved. (See the minutes of the September 26, 1997, Committee meeting for a full discussion of this issue.) The specific wording changes from the language discussed on September 26, 1997 were considered editorial.

Editorial changes for including the DoD-recommended phrase, "promulgating instructions" were approved at sections 6.3.1(b)(3) and 6.3.4(a)(1).

For clarification purposes, the phrase "NELAP-accredited laboratories to participate in" was inserted in section 6.3.3.1(m).

Section 6.3.4(a)(2) was shortened to read, “the organizational structure”.

Section 6.9.1(e) setting forth the definition of a lead assessor was revised to include requirements set forth in: ISO 10011, “Guidelines for Auditing Quality Systems, Part 1, Auditing” and “Management of Audit Programs”. Other acceptable requirements for designation as lead assessors are set forth in a publication of the National Association of Testing Authorities, Topic 11, Appendices A, “Qualifications and Experience for Quality Systems Assessors”; and B “Qualifications and Experience for Quality Systems Lead Assessors”. The chair was instructed to revise the draft wording to assure that the most current editions of these documents would be used.

### **Progress Report From the ISO Subcommittee**

The Committee reported that it would have its first meeting the week of October 6, 1997.

### **EMMC Question Regarding 180-Day Notification Period in Section 6.3.1(d)(1)**

The Committee discussed the EMMC question regarding the need for an apparently long lead time of 180 days for notifying an accrediting authority of the approaching expiration of its NELAP recognition. After considering all of the steps required when applying for NELAP recognition of an accrediting authority, and the time allowed for responses at each of these steps, the Committee members felt the 180 day notification period is appropriate and justified. Therefore, the Committee decided that the 180-day notification requirement should remain in place.

### **Conclusion of Meeting**

After finishing discussion of the agenda items, Mr. Anderson reminded the Committee that NELAP program management has requested that Committees finalize their work in preparation for NELAC IIIi by October 15, 1997. This target date is important so that final Committee documents can be posted on the bulletin board by November 1, 1997. The only remaining work for this Committee to complete prior to NELAC IIIi is to hear and act on the report that the ISO subcommittee brings to the full Committee.

### **Next Meeting**

The next Committee meeting is to be at the call of the chair with the understanding that it will be scheduled as soon as possible after the ISO subcommittee finishes its work.

**ACTION ITEMS**  
**Accrediting Authority Committee Teleconference**  
**October 3, 1997**

<b>Item No.</b>	<b>Action</b>	<b>Date Completed</b>
1	Mr. Anderson will draft a letter to the NELAC Board of Directors regarding establishment of institutional memory for NELAC	October 10, 1997
2	Ms. Shields will contact Fred Haeberer to ensure that "NELAP recognition" is included in the glossary	
3	Mr. Wyeth will convene the ISO subcommittee as soon as possible.	

**COMMITTEE MEMBERS & PARTICIPANTS**  
**Accrediting Authority Committee Teleconference**  
**October 3, 1997**

<b>Name</b>	<b>Affiliation</b>	<b>Phone/Fax/E-mail</b>
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**AGENDA**

Accrediting Authority Committee Teleconference

October 3, 1997

12:00 p.m.- 2:00 p.m. EDT

Call-in Telephone Number 202/260-8330, Access Code 6532#

12:00	Review Action Items from September 26, 1997 Teleconference Meeting
	Review Strikeout/Underlined Wording Changes in Chapter 6 Resulting from the Sept. 26 Discussion
	Progress Report from ISO Subcommittee
	Lead Assessor Definition-6.9.1(e)
	Discuss the EMMC Question Regarding the 6.3.1 (d)(1) requirement that the 180 day NELAP Notification of Application Renewal be Shortened
1:45	Discuss Future Committee Meeting Schedule (We need to have a final version for discussion at NELAC IIIi ready by November 1, 1997)
2:00	Automatic Shut off of Teleconference